

Real Estate Development Review Process

Process Steps

Procedural Tasks

Assemble property and eliminate all unnecessary property lines.

Revert subdivided property to eliminate all unnecessary property lines. Utilize reversionary final maps or parcel maps to assemble your site early in the development process.

Review applicable land use and development standards for the site.

Review existing land use and zoning designations for the site you intend to develop. Your plans may require you to apply for various land entitlements or privileged business licenses.

Apply for land entitlements and privileged licenses.

Meet with the Planning Department to determine what, if any, land entitlements will be required before you can begin any construction on your development site.

Prepare required engineering studies and civil improvement plans.

The conditions of approval associated with your land entitlements will require you to prepare and complete various engineering studies and civil improvement plans.

Prepare architectural, structural, plumbing, electrical, mechanical and fire protection plans for building permit.

Your architect will be required to submit an application for a building permit for your proposed development. The building permit application will be reviewed against your land entitlements, building codes and fire codes before it is approved for construction.

Respond to corrections and provide revisions to plan check comments.

The failure of the owner, architect or contractor to respond to revisions requested throughout the plans check process will cause unnecessary delays to the approval of your proposed development.

Pay fees for plans review, sewer connection, traffic mitigation and desert conservation.

When your building permit application is approved, you will be required to pay the fees associated with the proposed development. Most of the fees collected are distributed to agencies other than the Building Department.

Obtain building permit and begin construction.

Many permits are issued with deferred submittals. These permits will include "inspection holds" if the deferred submittals are not provided to the Building Department as required.

Call for site inspections as required by Building, Construction Services, Fire, and the Planning departments.

Your approved building permit will include a series of required site inspections by various city agencies. The Building Department final inspection will be delayed if the other agencies have not approved the site for occupancy and signed your inspection hard card.

Obtain a final inspection from the building department and apply for your Certificate of Occupancy.

No one can occupy a new development until a Certificate of Occupancy has been issued by the Building Department. Plan the opening of your establishment after you have received your Certificate of Occupancy for the site.

Obtain approved business license from Planning, Fire, Health District, and Business Licensing departments.

In addition to your Certificate of Occupancy you must also have an approved business license prior to opening your doors for business. Each business must have a Certificate of Occupancy and a valid business license to operate in the city.